***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Specialist, Risk Management**

Job Family: Environmental Health & Safety Sub Family: Safety

**Job Summary:**

Responsible for the administration and analysis of insurance, workers’ compensation coverage, and other risk management programs. Functions as liaison between insurance carriers, third party administrators, brokers, and the University regarding claims.

**Essential Functions:**

* Supports various risk management projects and initiatives and maintains current knowledge of higher education risk management trends; makes recommendations to ensure best practices. Develops qualitative and quantitative risk exposure and loss reports yield.
* Insurance Administration
* Works with brokers and underwriters to prepare new and renewal insurance applications, Collects, compiles, and analyzes insurance exposure and underwriting information for various coverages. Escalates difficult claims to settle.
* Workers’ Compensation
* Gathers information needed to complete workers’ compensation and general liability claims and submits claims to the University’s insurance carrier. Submits invoices and medical records associated with workers’ compensation.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Environmental Health & Safety

Experience: Three (3) years related experience in either insurance, workers’ compensation, or risk Management

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1116E

SOC Code: 111021 IPEDS: Management

EEO6 Code: Professional State Code: 9359005

USM eCode: E33113 AAP Code: 3A